

**APPLICATION FOR MOBILE HOME OR RECREATIONAL VEHICLE  
PARK VACANCY ADJUSTMENT  
FISCAL YEAR 2016-17 FIRE PROTECTION SERVICES SPECIAL ASSESSMENT  
Application Deadline – May 1, 2016  
(PLEASE READ THE ENTIRE APPLICATION FORM CAREFULLY BEFORE SIGNING APPLICATION)**

**AUTHORITY**

In accordance with authority granted under City of Leesburg Resolution No. 9580, Section 14, each owner of Mobile Home or Recreational Vehicle (RV) Park property shall be afforded the opportunity to demonstrate, in the manner described below, the vacancy rate in space occupancy within such property and receive a vacancy adjustment to the Fire Protection Assessments imposed upon such property.

**REQUIRED INFORMATION**

In order to apply for a mobile home or recreational vehicle vacancy adjustment under the Fiscal Year 2016-17 Fire Protection Services Special Assessment Program, the applicant shall file with the City this application, under oath, which provides the following required information necessary to demonstrate entitlement to the mobile home or recreational vehicle vacancy adjustment (PLEASE PRINT CLEARLY):

1. Name and address of Owner of the Mobile Home/RV Park Property:

Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_

\_\_\_\_\_

2. Property Physical Address, Tax Parcel ID #(s) for the Mobile Home/RV Park Property:

Property Physical Address: \_\_\_\_\_

Tax Parcel ID #: \_\_\_\_\_

**VACANCY RATE CALCULATION**

The vacancy rate for the Fiscal Year 2015-16 Fire Protection Services Special Assessment Program shall be defined as the percentage of available spaces within a Mobile Home or Recreational Vehicle Park that were vacant between January 1, 2015 through and including December 31, 2015 and shall be calculated as follows:

Exact Number of Permitted Sites within the Mobile Home or RV Park \_\_\_\_\_ A  
(not including overflow areas)

Times (x) Days in Reporting Period \_\_\_\_\_ (x 365) B

Total Possible Space Nights \_\_\_\_\_ C

A x B = C (Example: 100 sites x 365 days = 36,500)

Actual Space Nights \_\_\_\_\_ D

Sum of Number of Actual Occupied Spaces for Each Day in Calendar Year

Occupancy Percentage \_\_\_\_\_ E

D/C = E (Example: 12,500/36,500 = 34.2%)

Vacancy Rate \_\_\_\_\_ F

Subtract E from 100% (Example: 100% – 34.2% = 65.8%)

## **APPROVAL PROCEDURE**

Eligibility for a Mobile Home or Recreational Vehicle Vacancy Adjustment will be determined by the City Manager or his designee based on evidence of a vacancy rate provided herein by the Property Owner on or before May 1, 2016 for the Fiscal Year 2016-17 Fire Assessment Program.

The City Manager or designee may adjust any Fire Protection Assessment imposed for the Fiscal Year beginning October 1, 2016 upon a parcel of Mobile Home or Recreational Vehicle Park property whose Owner timely and satisfactorily demonstrates by affidavit that such parcel has experienced vacancies by multiplying the Vacancy Rate (expressed as a decimal) by the Fire Protection Assessment attributable to the Mobile Home or RV spaces on the parcel of Mobile Home or Recreational Vehicle Park property and reducing the assessment by an equivalent amount.

## **AFFIDAVIT**

I hereby swear or affirm that the information I have provided in this application is true and correct.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

### **SUBMIT COMPLETED APPLICATION TO:**

City of Leesburg  
Attn: Leesburg Fire Protection Assessment  
501 West Meadow Street  
Leesburg, Florida 34748  
(352) 728-9700